

The seal of James City County, Virginia, is circular. It features a central illustration of a three-masted sailing ship on the water. The text "James City County" is written in a circular path around the top of the seal. Below the ship, the year "1607" is inscribed. The number "763" is printed in the center of the seal, overlapping the ship's hull.

INSPECTOR II, BUILDING SAFETY & PERMITS

763

Jamestown
1607

DEPARTMENT: Development Management/Building Safety & Permits

NATURE OF WORK:

Performs advanced technical inspections of one or more of electrical, plumbing and mechanical, or building systems under construction for compliance with the Virginia Uniform Statewide Building Code and applicable County ordinances and regulations.

Work is performed under the general supervision of the Chief Building Inspector.

ESSENTIAL FUNCTIONS OF THE JOB:

Conducts field inspections of existing buildings or buildings in the process of construction, alteration, or repair for compliance with the requirements of the primary two model building codes (electrical, plumbing and mechanical, building, and erosion and sediment control for one- and two-family) and for application of safe construction practices.

Checks quality of materials and methods of construction.

Designates each inspected installation as "approved" or "rejected."

Inspects building systems for hazardous conditions, structural failures, or improper uses.

Makes interpretations of codes that define approved system installation, incomplete installation, and necessary remedial work.

Investigates citizen complaints related to construction work to determine compliance with building codes. Takes appropriate enforcement actions as necessary.

Reviews plans and specifications in the office in trade code areas.

Answers questions from private citizens, contractors, and builders; performs basic plan checking to determine compliance with codes.

Provides general liaison between County Building Inspections Department, trade contractors, and property owners regarding correction of work, additional work to complete construction, and appointments for inspection; also provides liaison with other jurisdictions' inspection departments.

Investigates work performed without a permit.

Maintains a daily log of all inspections.

Prepares reports and maintains records regarding inspections.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed at various locations throughout the County. Requires extensive movement about construction sites. Drives County vehicle to work locations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles, techniques, materials, and equipment used in the building construction trades.

Thorough knowledge of the Virginia Uniform Statewide Building Code and related County codes.

Ability to detect code violations, inferior materials, and hazards.

Ability to follow established procedures in the performance of a variety of inspection duties.

Ability to read and interpret plans, specifications, and blueprints quickly and accurately and to compare them with the construction process.

Ability to maintain cordial and effective relationships with contractors and the general public.

Ability to enforce codes with firmness, tact and impartiality.

Ability to maintain records and prepare clear and concise written and oral reports.

MINIMUM QUALIFICATIONS:

Building: High School diploma or equivalent, preferably supplemented by courses in building construction trade and considerable experience in the building construction trade.

Plumbing/Mechanical: High School diploma or equivalent, preferably supplemented by courses in mechanics and plumbing and considerable experience in the plumbing and mechanical trade.

Electrical: High School diploma or equivalent, Master Electrician certification required. Considerable experience in the electrical trade, some of which must have been as a Master Electrician.

NECESSARY SPECIAL QUALIFICATIONS:

Building: Must possess State certification in:

- Building – 1 & 2 Family Dwelling and Building General;
- Electrical – 1 & 2 Family Dwelling; and Plumbing – 1 & 2 Family Dwelling.

Plumbing/Mechanical: Must possess State certification in:

- Mechanical – 1 & 2 Family Dwelling;
- Mechanical General; Plumbing – 1 & 2 Family Dwelling;
- Plumbing General; Building – 1 & 2 Family Dwelling; and,
- Electrical – 1 & 2 Family Dwelling.

Electrical: Must possess State certification in:

- Electrical – 1 & 2 Family Dwelling and Electrical General;
- Building – 1 & 2 Family Dwelling;
- Mechanical – 1 & 2 Family Dwelling; and
- Plumbing - 1 & 2 Family Dwelling.

Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County criteria.

Requires post-offer drug test.

Date: July 2006

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Inspector II, Building Safety & Permits Position Number 763
Department County Administration Division Building Safety & Permits

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II.

Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- _____
- Not essential to job functions

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain:

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift	✓						✓		
Push/Pull	✓						✓		
Hold/Carry	✓						✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- Step stool
- 8' to 10' step ladder
- Extension ladder
- Other _____
- Not essential to job function

- 1 flight
- 2 flights
- 3 or more flights
- Other _____
- Not essential to job function

- 1-2
- 2-3
- 3-4
- Other _____
- Not essential to job function

3. Ability to Stand, Sit, Walk, and Run: Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand			✓					✓	
Sit	✓							✓	
Walk			✓					✓	
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
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Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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